

Job Posting

Full-time Administrative Assistant

Ministry with Community (MwC) is looking for a full-time Administrative Assistant. This position provides support to our management team and includes some interaction with our amazing volunteers and members (those we serve). MwC is a daytime shelter and resource center that serves people experiencing poverty, homelessness, mental illness, and other challenges. We are a unique place to work, and we partner with remarkable people and organizations in our area to provide the best experience to our members.

If hired, you will find yourself taking meticulous notes at meetings, working closely with our Board of Directors, finding the best deals on office supplies, driving to and from our accountants office at least twice a week, and occasionally dropping everything to unjam the copier. You'll learn about development, leadership, budgeting, and all the ins-and-outs of what it takes to run a successful not-for-profit. You'll do all of this and more while working with a diverse team of incredible people that all share the goal of making Kalamazoo a better place.

Minimum Qualifications:

- Experience using Microsoft Office, especially Outlook, Word, and Excel
- Comfort and proficiency with technology
- Excellent organizational and time management skills
- Possess your own reliable vehicle (mileage will be reimbursed)
- Excellent writing skills
- Ability to communicate clearly and professionally with many different people
- Ability to learn new things independently through the magic of Google and YouTube

Required Traits:

- A belief that everyone deserves to be treated equally, and with kindness and respect (see our Statement of Inclusion below)
- A positive energy that you bring with you wherever you go
- The will to move forward even when you feel overwhelmed or uncertain
- The ability to laugh at yourself
- The desire to make this position your own through hard work, consistency, and creativity

Our Statement of Inclusion:

Ministry with Community does not discriminate on the basis of race, color, national origin, religion, age, sex, gender identity, sexual orientation, disability, veteran status, marital status, familial status, height, weight, or arrest record.

Hours: weekdays 8:00am – 5:00pm, very rarely weekend/holiday

Wage and benefits:

- \$11.00/hour
- Option to enroll in medical, vision, and dental insurance
- Paid time off
- Lunch is provided daily
- Nearly all evenings, weekends, and major holidays off

Specific Requirements: This job has some special requirements including mandatory drug screening and background check.

To apply: Please submit your résumé and a cover letter, absolutely free of typos, to Laura Perron at office@ministrywithcommunity.org, or via mail at 500 N Edwards St, Kalamazoo, MI 49007

Deadline: Until filled